

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2014-106 **Issue Date:** 06-24-14 **Closing Date:** 07-15-14

**Environmental Specialist**  
**Environmental Management Program**  
**Department of Natural Resources**  
**Hourly Wage: \$20.49/Full-Time/Regular**  
**Location: Toppenish, WA**

Incumbent is responsible for receiving and reviewing local, state and federal environmental documents and project proposals that may impact or affect Yakama Nation resources or interests. Utilizes experience and knowledge of environmental laws and policies, such as the National Environmental Protection Act (NEPA), to assess and write Environmental Impact Statements, Environmental Assessments and other appropriate documents. This information is then forwarded to Yakama Nation technical staff for review, comments, and appropriate action or follow-up. Documents will be coordinated and tracked throughout the entire review and approval process. Site visits are conducted as needed. Develops and writes grant proposals. Assists with administrative duties, such as budget preparation and monitoring. Provides general research assistance and guidance. Provides educational outreach to local communities regarding projects as appropriate.

**Knowledge, Skills and Abilities:**

- Knowledge, in general, of Tribal, State and Federal environmental laws, acts, policies and regulations.
- Knowledge of management principles and practices.
- Knowledge, in general, of Tribal administrative policies and procedures.
- Knowledge of basic accounting principles, practices and budget process.
- Knowledge of grants, contracts, and cooperative agreement principles, policies and procedures.
- Knowledge of and ability to exercise the provisions of the Treaty of 1855.
- Knowledge of and ability to utilize a computer, databases, and assorted software such as Microsoft.
- Ability and desire to aid in preservation of Yakama Nation natural and cultural resources.
- Ability to establish and maintain effective working relationships with DNR staff and outside agencies.
- Ability to review and technically assess environmental documents.
- Ability to establish and implement a system for tracking correspondence related to environmental projects.
- Ability to research for funding sources and develop and write grant proposals.
- Ability to assist in development and implementation of a Program strategic plan, goals and objectives.
- Ability to communicate effectively in oral and written presentations and reports.
- Ability to maintain confidentiality when working with data and information of a sensitive or proprietary nature.

**General Recruiting Indicators:**

- A Bachelor Degree in environmental sciences or natural resource related field is required. **OR,**
- May substitute related college courses and four years of environmental work experience for degree. A copy of college transcripts is required. **OR,**
- Three years environmental or related work experience and must be actively pursuing higher education in the environmental field.
- Required to pass a pre-employment drug and alcohol test.
- May be requested to provide documentation on dependability and demonstrated performance as a responsible employee.
- Must possess a valid Washington State Driver's License.
- Must be able to obtain a tribal driver's permit. May be requested to provide a WA State driving abstract upon request.